

CLASS TITLE:**LEGAL COUNSEL**

Class Code: 02991300

Pay Grade: 32A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as an attorney in a state office by providing legal advice and services; to serve as a hearing officer as assigned; and to do related work as required.

SUPERVISION RECEIVED: Assignments are received from a superior with latitude for exercise of legal judgement and initiative; work is reviewed for results obtained and conformance to established policies, rules, regulations and provisions of law.

SUPERVISION EXERCISED: May supervise the work of technical and clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as a legal counsel in a state department or agency by providing legal advice and services.

To serve as a hearing officer in the enforcement of laws, rules and regulations.

To conduct legal research in regards to a variety of issues or the presentation of cases in court.

To provide legal opinions to agency staff personnel.

To draft rules, regulations, laws and amendments thereto.

To prepare detailed reports and recommendations on legal matters.

To develop and maintain legal services programs for client groups.

To represent the agency in court and to prepare the necessary briefs and legal papers.

To coordinate activities with other legal counsels and various state agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods, practice and procedures of governmental law; the ability to interpret the provisions of state and federal law and to prepare opinions relating thereto for use in the administration of the functions of the department; the ability to function as a hearing officer; the ability to prepare briefs, rulings and miscellaneous legal documents; the ability to draft rules and regulations having the force and effect of law while remaining consistent with the purpose and provisions of the law; the ability to exercise independent judgement in making decisions in unusual cases involving legal matters; the ability to prepare detailed reports and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited Law School; and

Experience: Such as may have been gained through: employment in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules regulations, polices and decisions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03